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1949

APRIL

the dental assistant



Journal of the
American Dental
Assistants Association

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To subscribers in the U. S. the price is \$1.50 a year, payable in advance. In Canada and Foreign countries \$2.00; single copies 25 cents. Send all subscriptions and inquiries regarding same to Subscription Manager.

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PRESIDENT'S PAGE

Dear Fellow-Members:

Have you ever stopped to think how priceless our Dental Assistants Journal is to us? We have many reasons why our Journal should be a cherished possession. Let me remind you of just a few.

Through these pages, I can talk to you, you can talk to me, your society can help my society, by all of us reading and absorbing the news of what other societies are doing. Our Journal brings to each individual member the business and transactions of the House of Delegates. It brings you news of what is being done to improve our status, educationally and vocationally. You receive outstanding papers presented before dental assistants societies throughout the United States by prominent members of many professions. We wouldn't have this privilege if we didn't have our Journal. It brings to you, resumes of fine Clinics presented at National meetings, information that can help you help your doctor increase his service to his patients. Yes, our Journal gives us much, but what do we give our Journal? Do you know how it is financed, what it costs to publish each issue? Do you know how it is published, by whom and how the material is procured? Do you know what you, as an individual member can do to help your Journal? Let's think on these questions.

Your Journal is financed by \$1.00 of your dues, by Outside Subscriptions and by the fine advertisements we procure from our friends in the commercial branches of the professions, but it is mainly upon our dues that the Journal depends for financial support. Each issue costs approximately \$1,000, six issues a year, means an expenditure of \$6,000. Our very capable Editor, Sadie Leach, has no small responsibility in her job, editing and preparing all material for publication. Every word must be read and proof-read, every article edited, before it is sent to the printer. (She has a full time job as an Assistant too!) She must write letters and more letters to bring us the fine material we all enjoy. She has a dead-line to meet too. When your material is late in reaching her office, she must find ways and material to fill up the blank spaces where your material should be. We can all help our Journal by soliciting Outside Subscriptions from professional groups, vocational schools and dental schools. We can help by sending in outstanding papers presented at our State and Local meetings, we can help by being a membership committee of one to bring in at least one new member this year. We can help by sending in the news of our Society to our News Editor, we are all interested in what other societies are doing. Pictures of your Officers, your Study Class Group, Certified Groups (wasn't it a thrill to see the Missouri and Kansas Certified members in the last issue?) and banquet gatherings are enjoyed by all. Think on these things when you receive your Journal, it is OURS, yours and mine, upon each member depends the growth and progress of our publication. Your Journal seeks your talents and enthusiasm and especially seeks to be read thoroughly by YOU. Small thanks for the pleasure our Dental Assistant brings to us. "A Journal for Dental Assistants, DEVOTED to their interests and Education."

News of the plans being made for our Silver Anniversary Meeting to be

held in San Francisco, will be brought to you in the May-June issue. Till then, remember, "YOU have a DATE at the GOLDEN GATE," October 17-20.

Sincerely yours,
Katie McConnell, President.

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Precision or Incompetence - - Which?

By Mary Faith Manyak

To conduct a dental office with precision is to coordinate the activities of a nurse, a secretary, and a receptionist into one harmonious whole; so that the atmosphere is that of gracious competence. To achieve this efficiency we as dental assistants must stimulate our activities for perfection in detail.

First let us consider the duties of a dental nurse. It is your first duty to create an atmosphere of quiet competence to reassure and calm the patient. Calling them by name to the operating room, adjust the chair to the patient and for the convenience of the doctor. Provide a clean napkin and a fresh drinking glass. In cases of extractions and extended operations under nitrous oxide see that the patient loosens all tight clothing to insure relaxation and to allow free circulation, making every effort for their comfort. Insert a sterile saliva ejector in tubing in the presence of the patient, that there may be no question of cleanliness. Maintain complete control of your emotions while assisting at the chair; do not show disgust, fright, or indecision.

Prepare treatments, solutions and mouth-washes as the doctor directs. Master the technic of mixing cements, amalgams and silicates. Prepare the materials for impressions such as compound, plaster and colloid. Study instructions carefully. Learn to identify instruments by names. Master the technic of developing X-rays. Clean cuspidor and bracket table carefully and thoroughly after each visit. Remove all evidence of previous occupancy. Anticipate the worries of the patient and the wants of the doctor.

As a nurse it is also your duty to care for the equipment. Keep the working surfaces of the cabinets clear of instruments, bottles and everything not in immediate use. See that the wash basin in the operating room is clean and the metal parts polished. All shelves should be free of non-essentials. Arrange the listed contents of the medicine cabinet for convenience and efficiency in re-ordering supplies. Sterilize all instruments. Clean and lubricate equipment, giving particular attention to the handpieces.

The laboratory which should never be used as a storage place for out of date articles is a work room where there should be a place for everything and everything in its place. Keep the benches cleaned and scraped regularly, and waxed occasionally. Clean and polish impression trays. Let this work room present a professional atmosphere in keeping with the rest of the office.

Second as a dental secretary your duty is to establish a clock-like routine that will harmonize the various activities of the office. Arrive enough in advance of the doctor to have everything in readiness for him and his first patient. Chart the day's work in advance. Confirm phone appointments by letter. Make bank deposits regularly and balance ready cash. File all letters, invoices, record cards and radiographs. Mail statements on time. Keep perpetual inventory of supplies used and on hand. Pay all bills and keep accurate records. Disconnect electrical, gas and water outlets at the end of the day. Have a complete understanding of the fee and the manner in which it will be paid. Have a

business-like basis for extending credit. Handle collections in a systematic manner. Do not hesitate to request prompt payment. Write and then phone. Maintain a call list of patients who can be contacted in the event of broken appointments. Courtesy and competence are both business-like and professional.

Third, as a receptionist, you must be courteous and have poise, charm, and patience. Greet the patient promptly and place them at ease. Receive strangers with grace. With a known patient, a pleasant word is appreciated. Cultivate the faculty of remembering names and faces. Be a good listener—never gossip. Cultivate a pleasant attitude in your telephone conversation answering it promptly and with a distinctive salutation as, "Good morning, this is Dr. Jones' office." Emergency appointments should be given attention at the earliest moment. If the call must be directed to the doctor's attention while he is operating, write the name and message on a card to take to him out of the patient's sight; the doctor will dictate the next move.

As a receptionist you establish the tone of the office. As a nurse your motto is, "Yours but to do or die, never ask the reason why." As a secretary, business competence is your goal. Thus as a dental assistant your activities are not confined to nursing alone or those of a secretary but also embrace achieving perfection in the details of environment. This begins with the reception room which must be clean and free of unpleasant odors, lighted and comfortably furnished. Maintain a constant temperature and excellent ventilation. Freshly cut flowers add to the attraction of the room. Pictures should be few and well chosen. Literature should be current and in good taste. If possible there should

be a special children's corner provided with literature that will appeal to the child. Comic and drawing books are always welcome. Antiquated furniture should be discarded, re-upholstered or refinished. Inspect the reception room frequently for cleanliness. Empty ash trays often during the day. Small negligences are annoying.

"Last of all to thine ownself be true, thou cans't not then be false to any one." You and your personal appearance make a lasting impression upon each patient. Make it clean, clear-cut and attractive. **PERFECTION IN DETAIL IS PRECISION.**

These are the gifts I ask of Thee,
Spirit serene,
Strength for the daily task,
Courage to face the road,
Good cheer, to help me bear the
traveler's load;
And for the hours of rest that come
between,
An inward joy in all things heard
and seen.

These are the sins I fain
Would have Thee take away:
Malice and cold disdain,
Hot anger, sullen hate,
Scorn of the lowly, envy of the great;
And discontent that casts a shadow
grey
On all the sunny brightness of the
day.

—From the Editor's Scrap Book.

Guide for Proper Daily Food Selection

By Rowe Smith, D. D. S.

This food selection guide will aid in establishment and maintenance of dental and periodontal health, which also makes for good general health. (Periodontal is a term which refers to the gum, bone, and other tissues which support and nourish the teeth.)

The known elements essential to adequate nutrition are carbon, hydrogen, oxygen, sulphur, nitrogen, calcium, phosphorus, magnesium, sodium, potassium, chlorine, iron, copper, iodine, silicon, manganese, tin, zinc, and other trace metals. These elements are synthesized into foods comprising the following well known components: proteins, minerals, vitamins, carbohydrates, and fats. The best available sources of these in our daily food are, briefly:

- a. PROTEIN: eggs, milk and buttermilk, cheese, meats (including visceral meats), sea foods. Next best are soy beans; next are green peas, beans, oatmeal, whole grain cereals and breads.
- b. MINERALS: milk, cheese, fruits, and vegetables.
- c. VITAMINS: milk, cheese, etc., same as a. and b.
- d. CARBOHYDRATES: milk, potatoes, corn, carrots, other root vegetables, ripe bananas and other fruits, whole grains.
- e. FATS: eggs, milk, meats, butter, meat fats, cheese. LARD and CHICKEN FAT are the best shortenings; vegetable fat shortening is less desirable.

Proper nutrition requires the daily consumption of foods containing these elements in adequate quantity and quality. The following

basic foods will furnish these requirements:

MILK: for adults at least two glasses per day, one of which can be skimmed sweet milk and the other buttermilk. For children, until growth and development are complete, a minimum of a quart of milk per day is necessary. Milk is the one indispensable food because no other food furnishes sufficient amount of concentrated calcium; that is, there is not sufficient body capacity to hold enough of all other calcium containing foods to obtain the daily requirement. One quart of milk a day is necessary, not for the purpose of preventing decay, but to provide raw materials for building good teeth and bones of proper size and quality, and also for maintenance of the bone and other supporting tissues. (Chocolate reduces calcium absorption.)

CHEESE: comes next to milk in producing calcium and desirable protein. You should eat an average of not less than one ounce, and preferably two ounces, of hard cheese daily (not cream cheese). You can substitute four ounces of cottage cheese at any time for two ounces of hard cheese.

EGGS: a minimum of one a day, two are better. Fertile eggs furnish additional nutrients and should be used whenever possible.

VEGETABLES: The vegetable family is divided into three main groups (pod, leaf and root). Each vegetable contains certain desirable nutrients and in order to obtain these and a proper dietary variety six vegetables should be eaten every day, a minimum of three, in-

cluding one pod (for instance peas), one leaf (example, cabbage), and one root (example, carrots). Many of the vegetables can be eaten raw to advantage. Fresh or quick frozen vegetables should be used when available, canned vegetables are the next best, then dried vegetables. Potatoes, about 4 oz., should be baked, boiled, mashed, not fried or chips. Green leafy vegetables, not less than 4 oz. daily should be derived from string beans, spinach, cauliflower, brussel sprouts, broccoli, cabbage, asparagus, etc. One raw salad, any kind desired, should be eaten daily. Gelatin and tomato juice with shredded vegetables makes a delicious aspic salad.

MEAT: twice daily. Liver and other organs, such as kidney, brains, sweetbreads, tripe, and heart, at least twice weekly. (The total daily consumption should be approximately 8 oz.) Most desirable methods of cooking are roasted, broiled, baked or stewed. Avoid fried meats. Also, broiled and roast meats should be cooked not exceeding medium rare, preferably rare. When it is necessary to stretch meat as in making meat loaf or meat balls, the best procedure is to use ground meat and mix it pound for pound with soy bean flour or peanut flour or a mixture of both, using milk as a binder for the mixture of meat and flours.

FISH: and other sea foods, such as oysters, shrimp, lobsters, crab, sardines, tuna, salmon, etc., should be substituted for meat at least four or five times weekly as sea foods are an excellent source of protein and are our only reliable source of iodine in food. Shell fish contain, on an average, twice as much iodine as body or muscle

fish do. (Kelp, which is a sea weed product, is an excellent source of iodine, iron, and other trace minerals, also vitamins A and D.)

ORANGES, GRAPEFRUIT, TOMATOES or RAW CABBAGE every day, as an adequate quantity of any of these will provide the best available source of vitamin C, which is necessary for maintenance of the integrity of the oral soft tissues, etc. Occasionally lemon juice may be added to other juices, however lemons should never be sucked or the juice used excessively, even in a diluted form, because often erosion or tooth disintegration is caused or made worse by lemon juice in the daily diet. (When canned juices are used, be sure the label reads "unsweetened"; and when canned fruits are used, the syrup should be drained off and discarded on account of the concentrated sugar content.) Other fruits contain essential nutrients and should be used. It may be desirable to eat the whole fruit whenever possible, otherwise nearly all of the substance known as cellulose is lost. Cellulose furnishes bulk which is an aid in the prevention of constipation. When available, two fresh seasonal fruits, one of which should be a citrus fruit, should be eaten daily. Raw fruits are preferable to cooked or stewed fruits. Fruit juices should be used in addition to fresh fruits, and should serve as substitutes for soft drinks or other beverages. Use two 4 oz. glasses or one 8 oz. glass daily. Any kind of fruit juices including canned fruit juices, except those with sugar added, are suitable.

WHOLE GRAIN BREADS: the intake can be varied by using whole wheat, rye, and corn; however, for

most people the intake of bread should be limited to not more than two slices per meal, and often less, because bread does not furnish nutrients in comparison with other available foods and if taken in excessive quantities takes up space that is needed for more essential foods. People who have a tendency toward overweight can limit the intake of bread without risking a nutritional deficiency if the basic foods are consumed in adequate amounts. Packaged cereals should be avoided for the same reason, and especially so if refined sugar in excessive quantity is used with them. Crackers made from whole rye or wheat are now available and it is best to use these instead of those which are made from white flour. (Graham is pseudo-whole wheat.)

EIGHT GLASSES OF FLUID daily to maintain normal fluid content of the tissues. Water, milk, coffee, tea, fruit and vegetable juices, and any other liquid can be counted within this minimum intake. Attention is invited to the fact that fresh fruits and vegetables eaten raw contain large amounts of liquids.

USE BUTTER in moderate amounts. Butter and the cream of milk are the most valuable sources of desirable fats, but there is an almost universal tendency for American diets to be too high in fats. Along with the quantities of milk, meats, cheese and eggs, recommended, two squares of butter daily should be used, but only sparingly. The best procedure is to use salad dressing fairly liberally, but dilute the conventional dressings—mayonnaise, French dressing, thousand island, etc.—by diluting one part of dressing with three parts of juice—tomato, lemon, or pine-

apple—and spice them if desired with a little garlic, or roquefort cheese, or worchestershire sauce. Use very sparingly vegetable oils and fats.

DESSERTS should consist mainly of the various kinds of cheese and fruits. Gelatin desserts should be made of pure gelatin (no sugar added) with fruit juices and sliced fruits. Custards and milk pudding can be used occasionally.

ALL FOODS WHICH CONTAIN

REFINED SUGAR OR REFINED OR DENATURED GRAIN should be avoided if tooth decay and periodontal disease are to be prevented or controlled. This statement is corroborated by the work of many outstanding authorities and is my considered opinion after many years of observation, experience and investigation. Common examples of foods containing large amounts of refined sugar and denatured grain are cakes, pies, doughnuts, candies, confections, preserves, jellies, honey, various types of soft drinks, ice cream, lollipops, mints and chewing gum. The common habit of almost incessant gum chewing by children may depress the posterior teeth and thereby create an overbite with all its attending undesirable consequences, besides furnishing additional refined sugar. The use of sugar in coffee and tea should be minimized. It is preferable to use one-fourth grain of saccharine per cup for coffee, a glass of tea or lemonade. "If you don't mind tooth decay and disease of the supporting tissues of the teeth, and all of the attending complications and expense, then eat all of the foods containing white sugar and denatured grain flour that you want." The excessive use of soft drinks, cake, ice cream, pie, cookies, candies, etc., as symbols of rewards, treats, celebra-

tions, social prestige, and so on, should be discouraged and better tissue building foods used to replace them. More specific directions along this line will be given if requested.

Unadulterated MOLASSES, RIB-BON CANE SYRUP or MAPLE SYRUP may be used in moderate quantities. Corn sugar and glucose will produce decay and are found in nearly all commonly used breakfast syrups. (Good hot-cakes can be made from whole grain flour or corn meal.)

EXCESSIVE USE OF TABLE SALT
feeds the inflammatory processes in periodontal disease. For this reason it is advisable to minimize the use of table salt on your food.

Since it is almost impossible to obtain adequate amounts of vitamin D through food, and our modern habits and environment do not permit gaining a sufficient amount through sunshine, it must be obtained by supplements or by sun lamps. Also, because of generalized soil depletion, which is reflected in food, and a great loss of nutrient value through faulty methods of cooking, multiple mineral and vitamin supplements will be prescribed to reinforce the daily diet. This will insure availability of adequate quantities of vitamins and minerals as an additional aid in the establishment and maintenance of periodontal health. (The action of artificial vitamins, even though they are derived from natural sources is greatly decreased if the essential food elements are not present in the daily diet for them to act on.)

To summarize, an adequate diet should be built around: milk, cheese, eggs, meats, sea foods, fruits, vegetables, and whole grain breads, with only the very occasional use of the foods containing refined sugar and denatured grains. Buying and eat-

ing food in proper quantity and quality is an economy rather than a cost.

If the above listed foods, properly supplemented, are taken in adequate amounts they will provide all proteins, vitamins, minerals, carbohydrates and fats that are required to prevent tissue depletion, if properly assimilated. These fundamental foods can be readily digested and assimilated by any normal person. If there should be any contraindications your family physician should be consulted.

The above outline is considered to be a defensive diet against decay of the teeth and the various types of diseases or conditions which affect and often destroy the supporting tissues of the teeth and which are commonly referred to under the general term "periodontal disease."

Even though all teeth have been lost adequate nutrition is necessary in order to preserve the remaining bone and other tissues which support and help stabilize the artificial dentures.

Quantitative and qualitative nutritional deficiencies and excesses produce altered physiology and consequent pathologic changes, and are considered to be the major cause for oral disease.

It is necessary that this food guide be followed consistently, day in and day out from now on, if you expect to establish and maintain good dental health and periodontal health, which are necessary for good general health. Also, it will be necessary for you to follow the directions which have been given you for cleaning your teeth and stimulating your gums and the other underlying supporting tissues of the teeth by the use of good toothbrushes and stimu-dents or round polished wooden toothpicks or rubber points. It is important to clean between the teeth and stimulate the interdental tissues.

The tongue also accumulates quantities of debris, which furnishes food and protection for bacterial growth, and should be cleaned thoroughly at least once daily with the toothbrush.

You should have a careful dental and periodontal examination at least once yearly in order to prevent irreparable dental or periodontal tissue damage.

IMPORTANT — This food guide should be referred to from time to time and to prevent losing, paste or tack on inside of kitchen cabinet or pantry door.

Suggestions for Box Lunches

Milk: One pint in thermos flask.

Sandwiches: Sandwiches should be discouraged as much as possible. The maximum should be two small sandwiches or one large sandwich. The bread should be sliced thin, preferably whole wheat or rye bread with a large portion of meat (2 to 3 oz.), fish (such as canned tuna), or cheese, and two lettuce or cabbage leaves with parsley. Combination fried egg and meat with sliced tomatoes and pickles can be used occasionally. In order to have a sufficiency it is well to include small cans of sardines, the various types of canned meats, or cheese. If these are not eaten they will not be wasted. Hard boiled eggs, brick cheese and sliced lunch meat or cold roast should be used in order to vary the intake. These are preferable to additional bread.

In cold weather, an additional thermos or a No. 2 can of fruit juice or tomato juice. This should be in addition to milk—not as a substitute. Crackers made of whole rye are manufactured by the Ralston-Purina Company and are labeled Rye-Crisp and these can be used.

Fruit: Two bananas, or banana and apple, or orange or other seasonal fruit should be stressed instead of candy and cookies.

WHY FILL BABY TEETH?

By Dorothy Woods

- (1) To prevent pain
- (2) To preserve a chewing surface
- (3) To prevent malocclusion
- (4) To form the habit early

It is the duty of the dental profession to awaken parents to the need for children from two years on to have dental care before any trouble may get a foothold. When working with parents we should seize the opportunity to explain that caries is a preventable disease if early care is given. This care consists of proper diet and oral hygiene, both of which are regulated by the parents.

1. To prevent pain:

A normal child never needs to know pain from his teeth. The pain of extraction is one that children most fear. Therefore, if a child comes to the dentist regularly every six months from two years of age on, any serious trouble is prevented. Many parents wait until either they see a cavity in the tooth or until the child is complaining of a toothache before bringing him to the dental office. Parents when told by the dentist, after examination, how many cavities the child has, cannot understand why they could not see the cavities themselves. The fact that a cavity starts as a pin hole in the enamel and expands inside the tooth should be clearly pointed out to the patient and parent.

If any additional food is desired, use potato salad, raw carrots, celery sticks, onions, radishes, tomatoes, turnips, nuts, baked sweet or Irish potatoes, etc.

—Rowe Smith, D.D.S., 405 East 5th Street, Texarkana, Ark-Texas.
Practice confined to Diagnosis and Periodontics.

2. To preserve a chewing surface:

A child cannot form correct habits of vigorous mastication on a sensitive tooth. When correct mastication is interfered with, the result is under-developed jaws and muscles, also an unsymmetrical face in adulthood. If the proper diet of harder foods and correct habits of mastication are to be formed, the diseased teeth must be treated and filled so that the child has a comfortable chewing surface. Two reasons why the child does not acquire good habits of mastication are:

(1) They imitate their parents by gulping food unmasticated.

(2) A soft diet of pablum, white doughy breads and other mashed or ground foods is kept up until the fourth or fifth year. Such foods stimulate dental caries.

3. To prevent malocclusion:

Malocclusion has many causes. In this instance the case of the six year molar holds our interest. With the early loss of the first and second deciduous molars, comes the drifting forward of the six year molar. By the use of the space maintainers as a method of prevention of malocclusion, trouble can be intercepted before the permanent molar drifts forward into the space left by either or both of the lost deciduous molars. In explaining the purpose of space maintainers to parents I personally find that they wonder why the space should even be maintained. In their minds it seems proper for a posterior tooth to drift forward and fill in the space. Of course, they do not realize that the first and second permanent bicuspids do not erupt until the age of ten or sometimes even twelve or thirteen. There is no space maintainer equal to the tooth itself. Maintain every tooth so long as it is possible to keep it free from infection and pain.

4. To form the habit early:

One of the most valuable services of the profession is prevention. Perhaps the greatest benefit from follow-up work is that the child never needs to know the fear of dental operations. A child who comes regularly to the dentist soon learns to appreciate the feeling of highly polished teeth with firm pink gums. He often contrasts his happy situation with that of his less fortunate friends at school whose parents have decided quite unwisely, that follow-up work is unnecessary.

It is, therefore, our duty as dental assistants to educate in some adequate manner, such parents as these. Today's children are—YOUR DENTIST'S FUTURE!

—From the ODNAA Bulletin.

BRACES

All that hardware
Makes you feel
You didn't quite swallow
A bicycle wheel.
Your lips puff out,
It hurts, besides
You can't eat corn on the cob—
You tried.
But worst of all,
There's the eighth grade dance
And imagine braces—
And Romance!!
Your smile will be rapturous
At sixteen,
But life's plain poisonous
In between.

—An Orthodontic Patient.

EDITORIAL DEPARTMENT

"TO STRENGTHEN THE ARM OF DENTISTRY"

The Boy Scouts of America, just beginning their fortieth year of organization announce their slogan for the coming year to be: "To strengthen the arm of liberty," and three specific targets—leadership, program and membership. These will do for us, too. Incidentally, in strengthening our own organization, we, too, will "strengthen the arm of liberty." There couldn't be anything any more American than the Dental Profession, which in America has grown to its full stature; no other country in the world has developed the type of Dentistry such as the people of the United States enjoy as a matter of course; and we, the Dental Assistants are an integral part of that great program.

It was said of John R. Mott, founder of the Y. M. C. A., that an "organization is but the lengthened shadow of a man." So, too, the ADAA is the lengthened shadow of one small woman, Juliette A. Southard. Upbraised hands caught the torch that she threw, and truly, our organization has never lacked leadership. The accepted average of one leader to every five-hundred people gives us more than our share of leaders for a conservative membership of fifty-five hundred; leadership we have, in every one of our ten districts, at strategic spots, all over this America.

What of our program? The answer is: Yes, we have a great program, too, with the stress on Education. Within our organization has developed the plan of Certification of Dental Assistants, with local societies in every part of the country putting on the 104-hour extension courses. The goal—trained Dental Assistants, to "strengthen the arm of Dentistry."

A high type of leadership; a goodly number of leaders; a great program—who can doubt that we will hit the third target—membership; increased membership, to keep the places where leaders are needed, filled; to keep the great program rolling along—to "strengthen the arm of dentistry."

Easter

Now the winter's course is run;
Ice and snow before the sun
Will melt away.

Underneath the leaves a loom
Of roots is weaving flower bloom
Of colors gay.

Never blossomed hope more fair;
Faith renewed shines everywhere
Along our way.

For God so loved the world and men,
He gave His Son to rise again
On Easter Day.

—Maude E. Uschold.

Scanning some literature the other afternoon my eyes caught a phrase, "A friend is a rare book of which but one Copy is made." Thoughtfully, I meditated on my valuable "bookshelf". Since we are judged by the friends we have and the books we read, it does us good to scan the copies we possess.

First of all I thought of my favorites, those that are especially interesting to me and those that make me relax and forget my worries. Then I came across those 'gay, laughing' friends—those that make me feel alive and living in a different world.

Next in line were the sturdy bound volumes—the classics—those that make me think but give me a deeper understanding of the world. They always are steady and dependable. Of course, I mustn't forget to add to the collection those valuable books that enrich my daily task and through whom I may become better qualified for my work. Nor must I forget to give a little thought on what might be termed the "periodicals". Persons—we meet perhaps while on a trip, going to and from work, at a gathering, or even in our offices. We might never glance at them again but our life can always be stimulated by this type.

I still treasure the "youth" type that make me recall my own childhood days again and those "worn and tried" volumes on the shelf who can do wonders at spurring you on if you only take the time to relax with them and delve into these particular copies.

Yes, I'm a "book worm" of both actual books and friends so I enjoy seeing my library grow with new volumes. Do you? Give it a thought now and then and add to your shelf of friends until your library grows to the size you desire. Don't make a mistake and let them grow "dusty"—pick a few minutes every now and then to spend with each "copy".

—Marie Johnson.

Secretary's Corner

By Mary L. Martin, Executive Secretary

610 Jefferson Ave.

LaPorte, Indiana

We hope that all Societies have collected dues for their renewed memberships, and that they will be forwarded to the Executive Secretary before the end of March. On April 1st the names of those whose 1949 dues have not been received will be removed from the Journal mailing list. Also, keep in mind, please, that although we do accept delinquent dues and reinstate members up to October 31st—that beginning with November 1st, we consider all dues as covering memberships for the ensuing year. If you want a continuous record, see that your dues are paid and forwarded promptly, and thus avoid disappointment.

Be sure to list your new members on separate sheets, (and mark them "New"), as this record will be used in computing figures for membership awards.

Clinic Questionnaires have been mailed to the State (and locals where there is no State) Associations, and Program Questionnaires will be sent out in April. Please arrange to take care of these, and return them to the Executive Secretary by the date specified on the forms. This is important as the information is needed for the Annual Meeting Programs. We are counting on complete cooperation on the part of component as well as directly affiliated Associations.

Please do not overlook the fact that your District Trustee has one of the membership exhibits, and the Central Office will furnish pamphlets and booklets for booths, upon request.

Some postmasters are insisting that we use the zone numbers in our addresses, so we will appreciate your giving us this information where cities are zoned.

NEW SOCIETIES

ILLINOIS—Danville Dental Assistants Assn.—President, Bettie Zantow, 4 North Vermilion, Danville, Ill.; Secretary, Valerie Costellow, 139 North Vermilion, Danville, Ill.

ILLINOIS—Will-Grundy Dental Assistants Assn.—President, Vera E. Funk, 821 Vine St., Joliet, Ill.; Secretary, Stephanie Annis, 327 North Griggs, Joliet, Ill.

OREGON—Umpqua District American Dental Assistants Society—President, Cornelius Palmer, Route 2, Box 196Z, Roseburg, Oregon; Secretary, Pauline Parrott, P. O. Box 722, Roseburg, Oregon.

SOUTH DAKOTA—Aberdeen Dental Assistants Club—President, Georgia Cachrane, 905 South Lincoln, Aberdeen, S. Dak.; Secretary, Darlys Goodrich, 315 4th Ave. S. W., Aberdeen, S. Dak.

CHANGES OF OFFICERS

SO. CALIFORNIA—Santa Barbara District Dental Assts. Assn.—President, Gloria Marsh Graham, 1706 San Andres St., Santa Barbara, Calif.; Secretary, Vida Nelson, 217½ Castillo Street, Santa Barbara, Calif.

SO. CALIFORNIA—Third District Dental Assistants Society—President, Evelyn Stelzer, 14 W. Mt. View, Apt. No. 2, Long Beach, Calif.; Secretary, Barbara June Curtis, 264 Claiborne Place, Long Beach, Calif.

SO. CALIFORNIA—Tri-County Dental Assistants Assn.—President, Magdalene Krueger, 327 Bedford St., LeHabra, Calif.; Secretary, Agnes Wallace, 2843 Crescent, San Bernardino, Calif.

COLORADO—Denver Dental Assistants Assn.—President, Helen T. Samuelson, 1302 South Pearl, Denver, Colo.; Secretary, Betty Garahan, 846 Metropolitan Bldg., Denver, Colo.

CONNECTICUT—Waterbury County Dental Assistants Assn.—Secretary, Colleen West, 30 West Main St., Waterbury, Conn.

FLORIDA—Tampa Dental Assistants Assn.—President, Marguerite Hoobler, 309 Stovall Office Bldg., Tampa, Fla.; Secretary, Jacquilyn Hopson, 303 Stovall Office Bldg., Tampa, Fla.

FLORIDA STATE DENTAL ASSISTANTS ASSOCIATION—President, Nell Touchton, P. O. Box 1538, Sanford, Florida; Secretary, Margaret Bentheimer, 500 Beach Drive North, St. Petersburg, Fla.

FLORIDA—Miami District Dental Assistants Assn.—President, Mae Smith, 622 DuPont Bldg., Miami, Fla.; Secretary, Helen DeBoy, 724 DuPont Bldg., Miami, Fla.

FLORIDA—Palm Beach County Dental Assistants Assn.—President, Irene Archambeau, Citizens Building, West Palm Beach, Florida; Secretary, Dorothy Eakle, 410 Comeau Bldg., West Palm Beach, Florida.

FLORIDA—Orlando District Dental Assistants Assn.—President, Zelma Hawkins, 108 East Central Avenue, Orlando, Fla.; Secretary, Alice M. Bucher, 322 East Central Ave., Orlando, Fla.

GEORGIA—Central District Dental Assts. Society—President, Louise Cobb, 803 Persons Bldg., Macon, Ga.; Secretary, Marcheta Strayer, 1001 Bankers Insurance Bldg., Macon, Ga.

GEORGIA—Eastern District Dental Assts. Society—President, Lucille McClain, Dental Clinic, Oliver General Hospital, Augusta, Ga.; Secretary, Edna Roberts, Dental Clinic, Oliver General Hospital, Augusta, Ga.

GEORGIA—Northern District Dental Assistants Society—Secretary, Joy Barton, 702 Medical Arts Bldg., Atlanta 3, Georgia.

GEORGIA—Southeastern District Dental Assistants Society—President, Mildred N. Shumate, Greer Bldg., Brunswick, Ga.; Secretary, Neta Murray, 607 Blum Bldg., Savannah, Ga.

IDAHO—Lewiston Dental Assistants Society—President, Nadine McKelway, 708 10th Street, Lewiston, Idaho; Secretary, Betty Carole Altree, 323 3rd Avenue, Lewiston, Idaho.

ILLINOIS—Springfield Dental Assistants Assn.—President, Helen Knoedler, Illinois Bldg., Springfield.

KANSAS—Central District Dental Assts. Society—President, Aileen Kottal, 619 Wiley Bldg., Hutchinson, Kans.; Secretary, Elizabeth Thomas, Cox Building, Great Bend, Kans.

KANSAS—Newton Dental Assistants Society—President, Gwen Caldwell, Bethel Clinic, Newton, Kansas; Secretary, Betty Reid, 114½ North Walnut, Peabody, Kans.

KANSAS—Wichita Dental Assistants Study Club—President, Victoria Baba, 715 Orpheum Bldg., Wichita 2, Kans.; Secretary, Mary Waldrip, 1013 First Natl. Bank Bldg., Wichita 2, Kans.

KENTUCKY—Louisville District Dental Assts. Society—President, Barbara A. Harold, 800 Francis Bldg., Louisville 2, Kentucky; Secretary, Willie Mae Snider, c/o Dr. J. J. Wheat, Box 2, Bardstown, Kentucky.

LOUISIANA—Shreveport Dental Assistants Assn.—President, Callie Caston, 1015½ College St., Shreveport, La.; Secretary, Ethel Baxter, 1532 Irving Place, Shreveport, La.

OHIO—Northwestern Ohio Dental Assts. Assn.—President, Eileen Knott, 412 National Bank Bldg., Lima, Ohio; Secretary, Dena P. Letros, 612 National Bank Bldg., Lima, Ohio.

OHIO—Stark County Dental Assts. Assn.—President, Margaret Andorka, 203 Mellett Bldg., Canton, Ohio; Secretary, Marilyn Bickart, 1625 Cleveland Ave. N. W., Canton, Ohio.

NEW YORK—Hudson Valley Dental Assts. and Hygienists Society—President, Mary Lawrence, 9 Palmer Avenue, Poughkeepsie, New York; Secretary, Frances Delia, 56 Noxon Street, Poughkeepsie, New York.

PENNSYLVANIA—Philadelphia Association of Dental Assistants—President, Stella Fritz, 443 W. Girard Ave., Philadelphia 25, Penna.; Secretary, Mary W. Wood, R. D. No. 1, Bridgeport, Penna.

SOUTH DAKOTA STATE DENTAL ASSISTANTS ASSN.—President, Dorothy Koch, c/o Dr. F. C. Richards, Bridgewater, So. Dak.

TEXAS—Houston District Dental Assistants Assn.—President, Helen Darniels, 4703 Montrose Blvd., Houston, Tex.; Cecelia Norman, 716½ Broadway, Houston, Tex.

TEXAS—Panhandle District Dental Assts. Assn.—President, Evelyn Altman, Fisk Bldg., Amarillo, Tex.; Secretary, Irene Parks, Fisk Bldg., Amarillo, Tex.

VIRGINIA—Tidewater Dental Assistants Assn.—President, N. Christine Rew, 1233 Westover Avenue, Norfolk, Va.; Secretary, Garrels, 325 Sewell's Point Road, Norfolk, Va.

WASHINGTON—Spokane Dental Assistants Society—President, Lois Kryger, 807 Paulsen Bldg., Spokane, Wash.; Secretary, S. Beth Chase, 1919 North Division St., Spokane 13, Wash.

WEST VIRGINIA STATE DENTAL ASSISTANTS ASSN.—Secretary, Glenna Beaver, 200 W. Washington St., Charleston, West Va.

CHANGES OF ADDRESS

ILLINOIS STATE DENTAL ASSTS. ASSN.—Secretary, Edith A. Brown, 1310 North Perry St., Peoria, Ill.

MASSACHUSETTS—Merrimac Valley Dist. Dental Assts. Assn.—Secretary, Eileen M. Ford, Dental Clinic, U. S. V. A. Hospital, Bedford, Mass.

OHIO—Cleveland Dental Assistants Assn.—Secretary, Irene Searles, 716 Colgate Ave., Cleveland, Ohio.

UTAH—Salt Lake City Dental Assts. Assn.—Secretary, Doris Bennion, 1530 East 3115 South, Salt Lake City, Utah.

CHANGE OF NAME AND ADDRESS

MICHIGAN—Genesee Dist. Dental Assts. Assn.—Secretary, Mary Douglass Hall, 2618 Windemere, Flint, Michigan.

YOUR SOCIETY'S AWARDS

Two separate CO-OPERATION awards, (to be kept by each personally) are offered this year of 1949 to the most active and successful Chairman of Clinics and Exhibits Committee of state or local (where no state society exists) society.

Some points to keep in mind are:

- A. A brochure to each member of your society. (This may be a similar copy of the ADAA brochure received by your state president and secretary.) Please ask for one of your society's copies. Send me a copy of yours.
- B. Good representation of Clinics and Posters at your own meeting, 1949.
- C. An Exhibit at your meeting of 1949.
- D. Your society's full representation of Clinicians (same number as delegates allowed) at the ADAA meeting at San Francisco.
- E. Your society's Poster entry (only one) at the ADAA meeting at San Francisco.
- F. Any additional initiatives of your own will be excellent of course.

The only way I have of judging this is to have copies of your work and a report by August 15, 1949.

My personal contribution to a bigger and better year for our committees all over the United States.

Let's see what YOU can do!

Iva M. Barker, Chairman
ADAA Clinics and Exhibits Com.
124 West Sixth St., Newton, Kans.

In Memoriam

Fleurette Beach of Pawtucket, Rhode Island, a member of the Rhode Island Dental Assistants' Society, passed away September 17th, 1948.

"For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life." John 3:16.



Officers of Louisville District D. A. S.—
Left to right: Vice-President, Gladys Satterly;
President, Barbara Harold; Secretary-
Treasurer, Willie Mae Schneider.

Views of the News

By Dorothy McLeese

As I was pondering over what to write for this edition I picked up a newspaper and found an article that I thought well worth passing on to you.

SUCCESS SECRETS

By Elmer Wheeler

Each one of you who reads this column has at least one asset that is worth \$20,000 in cold cash.

It is your smile.

And before you argue with me let me say that \$20,000 isn't my price tag. That's the value of a smile decided by a court of law.

A boy had been injured by a live wire which burned his face. In court his lawyer asked him to try to smile at the jury. The boy tried—but his injured mouth couldn't quite make it. When the jury voted to award this boy \$20,000 for the loss of his smile, they put a high price on such a commonplace thing.

Personally, however, I think the price was too low. A smile is a magic key that can open closed doors. A smile is the best friendmaker ever invented.

It makes money and friends for you, and makes your day go by easier and smoother. A smile has a relaxing effect on you, and on others. It attracts people. It makes people like to do business with you.

Andrew Carnegie was attracted by the cheerful smile of a stable boy, so much so that he asked the stable boy to come to work for him. The smiling boy was Charles Schwab, famous for earning \$1,000,000 a year as Carnegie's right hand man.

Why not use that \$20,000 asset of yours? If you've not been using it regularly, it will require a little conscientious practice for a few days. But after that the results will be such that you'll soon make it a habit—just about the most profitable habit you can have!

First District—

News comes from the Massachusetts Dental Assistants Association that the Valley District Dental Assistants Association started the year 1949 with an educational program. January 3rd and 6th Mr. R. F. Brown gave a demonstration in Gold Inlay Technique and each member was allowed to actually do the procedure herself. It was of great value to those wishing this technique.

The regular meeting held January 10th at Dr. P. J. McKenna's office was well attended. The lecture "Systemic Disease Manifestation in the Oral Cavity" by Dr. J. M. Baker was a definite adjunct to our educational program. After the lecture refreshments were served and a social half hour followed.

The membership committee with Ina Clairmont, as chairman, is doing a wonderful job increasing Valley's membership. The committee sent a letter to every Dentist within the district stating the purpose and the advantages of belonging to the VDDAA and inviting their assistant to become a member. The results have been most gratifying. Our hats are off to this committee.

Mae Nichols, Chairman Publicity.

The Bridgeport Dental Assistants Association held their first fall meeting at The Hitching Post in October, 1948. We had as our guests Dr. Michael Gadus, President, and Dr. I. J. Glattstein, President-elect of the Bridgeport Dental Association. Plans for the 104-Hour Study Course were discussed.

Since our first meeting the Study Course has been put into progress. With the enthusiastic work of Dr. Glattstein, who outlined a course for us, assigned our local Doctors to instruct us in the various subjects, we now have 10 girls enrolled in the course. We hope to complete our course in time for those eligible to take the examination at the time of the Connecticut State Meeting.

Bridgeport girls also are proud to have six new members since the beginning of our new year.

Helen Preach, Secretary.

Second District—

The Nassau County Dental Assistants Society of New York has established a definite program of education by setting aside certain evenings for lectures. The following is our program for 1948-49:

October 18, 1949—Office Management—Dr. Lawrence Dunn.

November 15, 1948—Self Development Public Speaking—Dr. Russell Sherman.

December, 1948—Annual Christmas Party.

January 17, 1949—Dental Radiograph Health Talks and Visual Education—Dr. Raphael Tardera.

February 21, 1949—Sterilization, Care of Equipment—Dr. Vogel from L. D. Caulk Co.

March 21, 1949—Chair Assistance—Dr. B. R. Pinto.

April 18, 1949—Education—Dr. John G. Sheeran.

May, 1949—Installation of Officers Annual Dinner.

Evelyn Benoit, Recording Secretary.

The Dental Assistants Study Club of the Second District had an interesting program for February. They had as their speaker Mr. Clement E. Horton, representative Associated Hospital Service of New York. The subject of his talk was Group Hospitalization Insurance as may be applied to Dental Assistants' organizations.

They have nine members who are eligible this year for Certification without examination (due to longevity of service). Congratulations!

Lee M. Taras, Publicity Chairman.

The semi-annual meeting of the New Jersey State Dental Assistants Association was held the latter part of November in the Medical Center, Jersey City. The Hudson County girls played hostess.

We made a tour of the Margaret Hague Maternity Hospital which was very interesting.

We held clinics in conjunction with the doctors in the Medical Center.

A dinner was held at Bruno's Restaurant at which time the drawing for the Savings Bond for the Delegates Fund took place.

Charlotte Myers, Publicity Chairman.

The November and December meetings of 1948 of the Dental Assistants Society of the First District N. Y., Inc., were devoted to the part of the Dental

Assistant plays in the Dental Office management. Dr. Morton Sternberg was the essayist at the November meeting; Dr. Irwin R. Levy was the speaker at the December meeting.

Both essayists stressed the importance of a neat, well-groomed appearance and a pleasing personality in the dental assistant, and the many opportunities she has for building good will. In carefully detailed analysis, it was shown how valuable recall systems and telephone courtesy can be in building and maintaining the efficiency of the dental practice. At the December meeting, held on the 8th during the Greater New York Dental Meeting, the Society was honored by the presence of many out-of-town visitors among whom were: Sadie Hadley, Immediate Past President of the A.D.A.A.; Jeanne Loiselle, Trustee of the Second District, A.D.A.A., Ruth Doring, Past Trustee, Second District A.D.A.A.; Lodie Etheridge, President of the Brooklyn Study Club, and Louise Mazella, President of the Nassau County D. A. Society.

On December 10th, Sylvia Hauser and Eldora Moore presented very successful Clinics before the session of the Greater New York Dental Meeting. On January 21st the program for the regular meeting included clinics on the mixing of cements, synthetics and amalgam. On the same evening Sylvia Danenbaum and Luella Dopp presented a clinic before the meeting of the Pittsburgh Dental Alumni Association of Greater New York, showing how the dental assistant can aid in the economic aspect of the dental office.

On Friday evening, March 18th, the Dental Assistants Society of the First District, N. Y., Inc., will join with the Brooklyn Study Club in a meeting at No. 1 Hanson Place, Brooklyn, N. Y. An interesting program is planned, including among others, two clinics by members of the Dental Assistants Society of the First District, N. Y., Inc. Miss Helen Ryder will present a clinic on "Odds and Ends in the Dental Office." Miss Minette Galpeer will demonstrate the making of models in a clinic entitled "Models—Start to Finish."

Sylvia Danenbaum, Publicity Chairman.

Third District—

The regular monthly meetings of our society are held on the third Tuesday of the month at the L. D. Caulk Co., in the Widener Bldg.

Stella Fritz, our official delegate, gave an inspirational report of the National Convention and managed to reprint "Highlights of All Clinics" for the local members.

Mrs. Edith C. Ault, Director of Consumer Education, was secured to speak on "Dairy Products in Every-day Meals." A sound, color film depicting the "Romance of Ice Cream" was shown. Ice cream and coffee were served and prizes given.

The Installation Candlelight Service held for the newly elected 1949 officers, with Clothilde Quick acting as installing officer and Meta Segelken, as conducting officer.

At this annual meeting, Stella Fritz was the recipient of Dr. Layton Grier's "Cap of Merit." This trophy is awarded to the most outstanding member each year in recognition of her consistent loyalty and service.

The Pennsylvania State Society of Cruelty to Children was the beneficiary of Christmas gifts from our members.

Clinics presented by our Association at the annual meeting of the Philadelphia County Dental Society, Bellevue-Stratford Hotel:

1. Proper and Improper Use of Telephone—by Stella Fritz.
2. Care of Handpiece and Angles—by Emily Crawford.

With 50% of the membership belonging to the Blue Cross Insurance Company, we have entered our tenth year. Retta Amatucci is our group leader.

We will be celebrating with our 23rd annual dinner this year.

Nancy C. Hungate.

Third District—

Here we are at the threshold of another year and the Pittsburgh Dental Assistants Association is very proud to report that 1948 was very successful. Regular monthly meetings with worthwhile speakers were held, culminating with a gala Christmas party held December 14th at the Congress of Women's Clubs. Lt. Col. Ralph Miller, head of the Salvation Army in Pittsburgh was the speaker and seventy-five assistants, doctors and friends were present. Several boxes of food were given to the Salvation Army and we plan to make this an annual occasion.

The regular monthly dinner meeting was held January 11, 1949 at the Congress of Women's Club. A candlelight installation of officers was held and reports of the ADA convention in September, 1948 were given by Alicia King and Edna Justice.

Meanwhile our certification course is progressing nicely. There are twenty assistants in the class which meets every Wednesday and it is hoped they will all be ready for their examinations in June of this year.

Edna M. Justice, Chairman Publicity Committee.

The District of Columbia Dental Society proudly announces its Annual Postgraduate Clinic to be held at the world famous Shoreham Hotel in Washington, D. C., starting Sunday, March 13th and continuing through Wednesday, March 16th.

As in the past the Clinic will present the finest in Registered Clinics, Topic Discussions and Table Clinics. A well rounded social program has been planned to help make the arrangements complete.

Many of the finest hotel rooms in Washington have been set aside for those attending the Clinic.

Further information and programs may be obtained from the Secretary of the Clinic, Sterling G. Mead, D. D. S., 1149 16th Street, N. W., Washington, D. C.

Francis J. Fabrizio, Chairman
Publicity Committee, D. C.
Postgraduate Clinic.

Fourth District—

The Florida State Dental Assistants Association held its Ninth Annual Meeting on December 12-14th at the Robert Richter Hotel, Miami Beach, Florida.

The first thing Sunday morning, Certification Examination. The girls felt they wanted to get this behind them so they could really enjoy the rest of the meeting. I am happy to report 48 girls participated in this examination.

The Miami girls were as usual, the perfect hostesses. They entertained with an Informal Tea for members and guests on Sunday afternoon. Preceding the tea the Fairbrother sisters, who are members of the Miami Society, and have achieved fame in aquatics in plain and fancy diving, presented a beautiful Water Show.

A breakfast was given on Tuesday morning, honoring Katie McConnell, President A.D.A.A. At this time she was presented with a traveling case as a token of our appreciation and love for her.

Our program was both educational and well balanced. The following papers were presented by members: "Democracy or Socialism," Alice Bucher, Orlando; "Collections," Elizabeth Macy, Miami; "Dear Diary," Kathleen Meier, Tampa; "Care of Handpiece and Unit," Evelyn Agey, Miami; and "For Whom the Bells Toll," Evelyn Clark, Orlando.

Clinics presented: "Color and Interior Decoration in the Dental Office," by Jeannette Michelle, Miami; "Daily Commandments for the Dental Assistants," Marguerite Hoobler, Tampa; "Investing Gold Inlays and Crowns," Etta Mae Howard, Orlando; "Happy" in the Dental Office, Clara Wittich, Coral Gables; "Aids in Preparing and Mixing Materials," Olga LaPaz, Tampa; "Attractive Reception Room," Janet Cuerier, Miami; "Kiddies Korner," Carolyn Moore, Tampa; "Temporary Fillings," Louise Lee Coor, Jacksonville.

During the meeting, awards were presented to the following: Paper Trophy, Alice Bucher, Orlando; Clinic Trophy, Clara Wittich, Coral Gables; Past Presidents' Plaque, Louise Johnson, Orlando; Increase in Membership, Miami; Achievement Trophy, Nell Touchton, Sanford; Cooperation Trophy, Grace Robinson, Miami; Poster Award, Eleanor Terry, St. Petersburg and the Longevity Trophy, Josephine Carraballo from Tampa.

A State meeting and Christmas CAN be held in the same month SUCCESSFULLY but I wouldn't advise it. It was all wonderful, but rather trying on the nervous system.

Nell Touchton, President.

The Tampa Dental Assistants Society as a climax to a very busy year had a big Christmas Party at their December meeting. The Christmas tree surrounded by gay colored boxes and the warm and friendly spirit of the holidays added much to the gaiety of the party. Retiring officers and incoming officers were guests of honor.

The Tampa District wishes to extend a warm and friendly greeting to the entire A.D.A.A. membership . . . A HAPPY AND MORE PROSPEROUS YEAR!

Louisiana—

From New Orleans comes the news that the plans for starting the 104-Hour Study Course did not materialize but will take the next best step and study Dr. Levy's "Dental Assistant" at the regular meetings. At the Dental Conference held recently Mrs. Hester Murray presented a clinic "Investing Acrylic Inlays" and was presented a key from the Conference. At the last meeting two Naval Training Films were shown "The Chairside Assistant" and "Prophylaxis." They were very interesting and instructive.

Phyllis Eckert, Reporter.

Reporter Verna Nelson of Shreveport sends in the following items: "Our December meeting was very interesting. Guests of the doctors for dinner and to enjoy a clinic by Dr. Walter Colquitt on 'Hydrocolloid Technic for Inlays and Bridges' illustrated by Kodachrome slides. We had a lovely Christmas party at the home of Teresa DeFatta where she served a lovely spaghetti dinner. Afterwards we had Santa Claus present us with gifts from the Christmas tree. We are very proud of our President, Thelma Pin-

ney to be the first Certified member in the state."

Verna Nelson, Reporter.

The December meeting of the Alexandria dental assistants departed from the usual routine and celebrated the Christmas season. Time, 7:30 P. M., Dec. 14th; Place, home of the president, Viola Stone; Setting, a dining table decorated with silvered leaves and red candles on a reflector set with beutiful silver, china and crystal on white damask; Program, a five course dinner with mints, nuts, and drinks.

In January, Certification was again the principal theme of the program. Members of the Planning Committee and some of the volunteer instructors met with the assistants to complete arrangements for starting classes, the first one scheduled for March 1st. A copy of the Outline is being mailed to every member of the 8th District Dental Society to acquaint him with the Study Course and to enlist his aid in encouraging his assistant to participate in dental assistants' activities and enroll in the 104-Hour Study Course.

On April 13, 1948, forty-eight girls from the State of Virginia met in Richmond, Virginia for the purpose of forming a Virginia State Dental Assistants Society.

Certification of Dental Assistants was the main topic of discussion.

Our sponsors, Dr. J. T. Ashton, Dr. G. W. Bogikes, and Dr. L. H. Blevins, gave short talks.

We all enjoyed getting together and look forward to a bigger and better meeting next year.

Fifth District—

News comes from Northeastern Kentucky Dental Assistants Association telling of two very unusual programs they had in November and December. Mrs. Nancy Deering, a hat buyer in Northern Kentucky, gave a talk about hats from the time they were first being worn until now, and followed with a style show. Know who the models were? The Dental Assistants themselves and the best model won a new hat. A lot of fun was had by all.

In November at our annual election the program was given by the officers of 1948 in farewell and short speeches were made by Miss Genevieve Heile, Mary Lou Steers and Sue Moreland. Four new applications were taken for membership.

The Northeastern Kentucky Dental Assistants Association had a beautiful birthday cake with one large candle for the first anniversary of their organization. Plans were completed for the installation and initiation service to be held December 14, 1948 at the Sinton Hotel in Cincinnati, Ohio. All girls were asked to bring their Doctor's wife or a girl friend as a guest.

We are quite proud of our program for these past few months and are looking forward to the New Year with new ideas, new hope and new faith.

Mary Lou Steers, Publicity Chairman.

The Louisville District Dental Assistants Association spent the week-end of Dec. 4th and 5th at Spring Mill State Park, Mitchell, Ind. It was a grand week-end filled with old folk dances, hiking, relaxing, and plenty of good food. Sorry all the girls couldn't attend this get-together.

At our regular meeting on Dec. 14th, at the Seelbach Hotel, an impressive candlelight service installed our new officers for 1949. Our new officers were given a big welcome and we are sure to go places with our new lead-

ers. At the close of the business meeting a Christmas Party was enjoyed by all.

To start the "New Year" off each member received a copy of our Constitution and By-Laws. The rules of parliamentary law were reviewed by Helen Conkling.

Four new members were welcomed to our Society.

Ruth Scruggs, Publicity Chairman.

Sixth District—

The Wisconsin D. A.'s are busy working on their annual meeting to be held in Milwaukee April 19th to 21st. Twenty-six members attended the meeting in Portage on October 24th, 1948. Marie Johnson, 6th District Trustee was hostess and incidentally proved to be a very charming one. All the girls had a wonderful time. Several new societies have applied for membership with the state; Racine-Kenosha, Manitowoc, Brown County, Sheboygan and Wausau. Congratulations! and best of luck.

Milwaukee girls are working hard this year and have had several very interesting and educational meetings. A "Doctors' Night" was held November 11, 1948 and 40 girls and doctors enjoyed a delicious dinner and talks by several doctors. This was the first meeting of its kind within the last five years and Cora May Ehley, president of the group deserves recognition of the fine job she did as mistress of ceremonies. Another meeting of its kind is to be planned for the coming year. The annual Christmas party was a great success. Girls from Kenosha and Racine, and Marie Johnson shared the festivities with the Milwaukee girls. Donna Fae Lillie acquainted us with the fact that she can decorate tables with a most original touch.

Dorothy Kramas.

Seventh District—

EVENT: Missouri State Dental Assistants Association.

TIME: April 10, 11, 12 and 13.

PLACE: Hotel Jefferson, St. Louis.

The tireless efforts of the various committees of the Missouri State Dental Assistants Association have provided a program consisting of both educational and entertainment activities. Let's show our enthusiastic cooperation by attending all events in mass.

Marie Meador.

Eighth District—

Fort Worth Texas had a very interesting meeting in January. Dr. Lloyd Richardson gave a talk on "Dental Surgery."

Twenty-four members are enrolled in the Extension Course which was started in November.

Esther Osborn, Reporter.

San Antonio, Texas has given me a few of the highlights of their meetings during 1948. Dr. Kenneth Ragsdale showed a fine film on Dental Assisting and Dr. Sammis gave a lecture on Sterilization. Col. Garry from Fort Sam Houston gave a presentation on Sodium Fluoride which was most interesting. Dr. W. B. Parsons presented a splendid talk on the Certification Course at one of the meetings during the year and is very much enthused over the course. At the November meeting Mr. Ferguson of Ferguson Dental Supply gave a showing to the members of some film depicting his travels in Europe. San Antonio would like to say that they welcomed sixteen new members to their association during 1948.

I think this is a very good report and it shows what interesting programs can be arranged with a little effort.

The girls in Houston, Texas are busy making plans for the State meeting to be held there May 2-5, with headquarters at the Rice Hotel.

The Dallas County Dental Assistants Society met September 28, 1948 on the mezzanine of the White Plaza Hotel. Dinner was served at 6:30 P. M. to 54 members and guests. Edwina G. Ford, President of our State Dental Assistants Society and Thelma Watts, State Clinic Chairman were introduced. The educational chairman reported on the progress of the Study Club. Dorothy Hendley, Program Chairman, introduced Steve Ann Montgomery who gave us a very interesting report of the Chicago Meeting. We are proud of our Texas membership of 320. Steve urged everyone to arrange to attend the state meeting in Houston next May.

Our clinic for the evening was "Amalgam Dies," by Ruby Brooks.

Numbers were bought at the door for a lovely set of bracelets.

October meeting:

The Dallas County Dental Assistant Society met Oct. 26, 1948 at the White Plaza Hotel. Dinner was served to 34 members and guests. New members and guests were welcomed.

The principal speaker for the evening was Mr. Kennedy with the J. M. Ney Gold Co., whose subject was "Trouble Shooting."

Free numbers were given for a door prize.

November meeting:

The Dallas County Dental Assistant Society met November 23, 1948 with a dinner on the mezzanine of the White Plaza Hotel. Thelma Watts, Vice President, called the meeting to order in the absence of our President, Helen Burks.

The Program Chairman, Dorothy Hendley, introduced our guest speakers, Dr. Harold Younger and Mr. D. C. Yarborough. Dr. Younger gave an interesting discussion on "Dental Caries," illustrated by slides. Mr. Yarborough showed a movie demonstrating "The Assistant's Role During the Procedures Involved in the Caries Prophylactic Treatment."

Polly O'Brien gave a clinic on "Use of the Rubber Dam."

Our annual Christmas Party date was announced for Friday, December 17, 1948.

Mary Barrow, Reporter.

The Little Rock Dental Assistants have started a six months' study course for Certification. There are twenty-nine attending. Examinations will be held during the State Dental meeting to be held in April.

Mary Lamb.

Arkansas State Dental Assistants Association will hold the examination for Certification in Little Rock, Saturday afternoon, April 23, 1949 at 2:00 P. M.

Helen Nabholz, Certification Chairman.

The 18th Annual Meeting of the Kansas State Dental Assistants Association will be held in Topeka, Kansas, May 22, 23, 24 and 25, at the Jayhawk Hotel. Certification Examination will be held Sunday, May 31st.

Trudy Parker, Secretary.

Ninth District—

Eugene, Oregon held their October meeting at the Sweden House Smorgasbord. They had as their speaker for the evening, Miss Gertrude Mower, who gave highlights of the organization from the beginning to now.

This meeting was to welcome all the new members; there were ten new members present.

The November meeting was given over to a talk on Office Management by Dorothy Halle.

The Lane County Dental Assistants held a dinner meeting on Dec. 28th at the Del Ray Cafe. Mrs. Don Goode of the Credit Bureau spoke on the History of credit.

The January meeting was held at the Sweden House and Dr. F. V. Prime was speaker for the evening.

Cecil H. Henry.

A Christmas party and meeting was held December 20th for the Clatsop County District Dental Assistants Society at the home of Dr. and Mrs. Maynard Macy in Seaside, Oregon.

Dr. L. R. Andrews, who has done so much to help organize the group was selected by unanimous vote to be Honorary Doctor for the coming year.

The Northwest Conference for the American Dental Assistants Association to be held in Portland February 28th, March 1-2 was discussed. It is planned 100 per cent attendance by the group.

Dorothy E. Holmes.

Thirty-five Oregon Dental Assistants are taking the Certification Course at the Benson High School, Portland, Oregon. Our classes will be given in two sessions. We have already attended two classes on Office Management, which began Jan. 3rd. At our January meeting we got a glimpse of the certificate and emblem, received by Madge Tingley, Ninth District trustee. We know we have something to work for and are proud and happy to have this opportunity.

The girls are busy planning for our State Convention to be held at Portland February 28th, March 1st and 2nd. Monday and Tuesday evenings for the regular business body meetings. Wednesday a varied program of speakers, clinics, luncheon and banquet in the evening at which we will have the installation of officers.

Genevieve Marek.

SOUTHERN CALIFORNIA STATE DENTAL ASSISTANTS ASSOCIATION

By the time this goes to press, I believe everyone in Southern California will have recovered from our "unusual weather." In case some of you Dental Assistants out of California hadn't heard, we have had just a little cool weather and some of California's low fog has been a bit crystalized—in which form some people might call it snow or ice. Just a little variety and something for the eastern papers to write about. Now for some real news.

The Santa Barbara Dental Assistants had a wonderful Doctor's night not long ago in real Hawaiian style. All guests had name tags bearing colored sea shells and the word Aloha. Multi-colored leis, grass skirts and bright flowers were the chief decorations with the head table centerpiece consisting of a native beach scene. Soft Hawaiian music was played during the evening while hula dances were performed by a visiting dancer. The evening was concluded with some very fine clinics given by the dental assistants. Sounds wonderful; sorry we couldn't all attend. New officers will start their year of service for Santa Barbara on January 4, 1949.

Pasadena had a very successful Doctors' Night recently with an at-



PAST PRESIDENTS OF THE PASADENA DENTAL ASSISTANTS ASSOCIATION
(Honored guests at Installation Service)

NAMES, reading from left to right, Seated: Ruth Foster (1938); Lydia Emmons (1937); Floy Jung (1936); Lillian Wengert (1934, 1944); Daisy Slater (1932, 1933); Alice Emig (1931). Standing: Helen Wirick (1948); Grayce Armstrong (1946); Ruth Allen (1941, 1942); Lois Couch (1943).



**PASADENA DENTAL ASSISTANTS ASSOCIATION
INSTALLATION OF 1949 OFFICERS**

NAMES, reading from left to right, seated: Bunny Spurgeon, Corresponding Secretary; Beverly Hamilton, Recording Secretary; Agnes Kerr, President-elect; Shirley Freedman, President; Clara Hinkley, Vice President; Edna Baker, Treasurer. STANDING: Alice Emig, Historian and the Conducting Officer; Ardyce Carter, Arrangements Chairman; Hazel Curtis, Publicity Chairman; Barbara Ropiequet, Membership Chairman; Mildred Cramer, Education and Certification Chairman; Grayce Armstrong, ADA General Secretary and Installing Officer.

tendance of 135, of which 50 were doctors. Eva Garcia, a Pasadena D. A. member provided the entertainment consisting of Mexican dancing. The Mexican theme was carried out in the decorations for the evening. Pasadena's program chairman for the past year, Mildred Ginter, has provided her group with some very wonderful programs, and she is worthy of all the praise she has received. That is a tough job, and I feel that a successful program chairman, like Mildred, can certainly do a great deal for her

society. An interesting note: Pasadena's Christmas donations were used to purchase tooth brushes for hospitalized veterans. Sounds like a project worth copying in any Dental Assistants Society, Christmas or not.

Third District installed their 1949 officers on January 10, 1949. Third District is also selling chances on a new Sunbeam Electric Coffee Maker to help toward their donation for the Southern California State Dental Assistants Association convention in April.

This is all the news your reporter can scout up this time, girls, so I'll bundle up in my mackinaw and earmuffs and try to brave it out to the mail box.

Barbara Thompson, Reporter.

SOUTHERN CALIFORNIA STATE DENTAL ASSISTANTS ASSOCIATION
WILL HOLD THEIR
CERTIFICATION EXAMINATION ON

SATURDAY, APRIL 2, 1949.

THE STATE CONVENTION WILL BEGIN SUNDAY, APRIL 3
AND WILL RUN THROUGH MONDAY, APRIL 4th
AND WILL ADJOURN
TUESDAY NOON, APRIL 5, 1949.

Tenth District—

The Akron group tells of winning the clinic trophy for the third year in a row, at the State meeting held in Columbus, Ohio, November, 1948. Mary Ellen Horne won this honor. At this same meeting fourteen Akron girls took the Certification examination; we all passed and are proudly wearing our caps with their emblem.

We gave a benefit card party for the first time with gratifying results, the proceeds to go toward our National Delegate fund.

Akron is active in the Inter-Club Council this year, even having a member on the Board, Helen Thomas, Third Vice President.

Lillian Hoffman, Immediate Past State President from Akron was appointed Tenth District Trustee, for a period of three years.

We initiated eight new members into our Society last month; we have the largest membership and the most active group in the state of Ohio, 68 members.

Kathryn Hauser.

Indianapolis, Indiana:

To prepare the dental assistants in the Indianapolis area for the Certification Examination and to give our members and the dentists they serve the advantages opened up by Certification we offer to them the Extension Study Course approved by the ADAA as the basis for examination. Classes will be taught by well known and outstanding dentists, each one particularly fitted for his subject.

The instructors are generously offering their time and effort for the advancement of dental assisting as a career for women. Classes will be held at the Indiana University School of Dentistry, 1121 W. Michigan St., Indianapolis, Indiana, Tuesday and Thursday evenings from 6:00 to 9:00 P. M.



Standing, left to right: Texas, Blanche Overpeck, Dayton; Immediate Past Pres., Alice Joth District Trustee, Lillian Hoffman, Akron; Pres., Mary Prentiss, Columbus; seated, left to right: 3rd Vice Pres., Nan Tschannen, Milwaukee; Allentown; Trustee, T

beginning January 18, 1949 and continuing until May 12th. The registration fee is \$30.00 which will include 1949 dues for membership in the American Dental Assistants Association, the Indiana State Dental Assistants Association, and the Indianapolis Dental Assistants Association, and your textbook.

The applicants will be accepted in the order in which they are received, the class will be limited to twenty.

Alice Krick, Educational Chairman

Indiana State Dental Assistants Association.

Report of A.D.A.A. Certification Board, Inc.

Incorporated

GENERAL INFORMATION BULLETIN*

The Certification Board was established to provide qualifying examinations for dental assistants. The Board grants to successful candidates a Certificate of Qualification showing that after a preparatory course of study the recipient has satisfactorily passed the qualifying examination.

Until Jan. 1, 1951, the Certification Board has the power to grant certificates to certain applicants on a record of experience and membership in the American Dental Assistants Association. Those dental assistants who have had ten (10) years of experience in ethical dental offices and who have had the last five (5) consecutive years active membership in the ADAA may apply to be certified without specific examination; no applications for certification without specific examination will be accepted after Jan. 1, 1951.

All applicants for Certification must fill out one of the two forms for application provided by the Certification Board and pay the Certification Fee of \$10.00. Applications must be countersigned by the Secretary of the State Association(or Local where no State society exists) to which the applicant belongs. All applicants must be members of the American Dental Assistants Association for at least one year, and have been employed in an ethical dental office for two or more years. A notarized statement from the employers showing the length of employment must be attached to the application.

The Certification Board prepares all examination questions for the written examination and the practical demonstration. The Board corrects all examination papers and within ninety days of receipt of examination papers issues certificates to those applicants who have successfully qualified. Certificates will be numbered and a register of those receiving certificates will be maintained. The action or decision of the Board regarding the certification of any candidate shall be final.

Examinations shall be conducted by the state societies one or more days prior to the annual State (or Local where no State society exists) Meeting. The Board may grant permission to hold examinations at a time other than at the State meeting.

Notice of examinations shall be published in the bulletins of the local and state associations affiliated with the American Dental Assistants Association and in "The Dental Assistant." State (and Local where no State

*Supersedes General Information Bulletin Feb. 1948.

society exists) societies shall notify their members by mail of the date of the examination at least 90 days prior to the examination.

QUALIFICATIONS for EXAMINATION and CERTIFICATION

1. Applicants must be high school graduates or have the equivalent education.
2. All applicants shall be active members of the American Dental Assistants Association for a period of one or more years.
3. Applications shall have been employed in an ethical dental office for a period of two or more years, and shall have attended Study Classes or Courses recommended by the American Dental Assistants Association, or
 - (a) be graduates of schools of Dental Nursing or Dental Assisting recognized by the American Dental Assistants Association, or
 - (b) be graduates of schools of Dental Hygiene accepted by the American Dental Association's Council on Dental Education, or
 - (c) Until Jan. 1, 1951 those assistants who have been employed for 10 years in an ethical dental office and who have been active members of the American Dental Assistants Association for the last 5 consecutive years prior to application may be certified without specific examination if evidence of the applicant's fitness is furnished to the Board.
 - (d) Dental assistants who served as such for a period of two or more years in the armed services may apply for examination without having completed the 104-hour Study Course approved by the American Dental Assistants Association.

It is suggested that each dental assistants society work with a Planning Committee from the Dental Society because these courses must be given by dentists or dental educators. Appoint your Education Committee, work out your outline, and be certain that you KNOW this outline when your Education Committee asks the Planning Committee of Dentists to meet with you. The outline for the 104-hour Study Course may be procured from the Certification Board. Copies of the Working Outline for Instructors may be purchased for 50 cents per copy from the Secretary-Treasurer of the Board. The textbook recommended for the 104-hour Study Course is, "Textbook for Dental Assistants," by Dr. Irwin R. Levy, published by Lea, Febiger, 600 Washington Sq., Philadelphia, Pa. Single copies are \$3.50, a bookstore discount of 20% is offered. On orders of 50 or more a special discount of 25% may be had.

The 104-hour Study Course may be given over a minimum period of 6 months, two nights a week, or for one year, one night a week; the Board recommends the longer period as more satisfactory. These courses are now being given in 17 states, the enrollment ranges from 8 to 100, the average 30, some assistants traveled 70 miles to class. The registration fees for these courses averaged fifteen dollars. The number of instructors varied from 2 to 32, the average was 14.

It is important that those who take the 104-hour Study Course in preparation for the Certification Examination have a record of good attendance at lectures, at least 75% attendance is required and a system of attendance record should be provided. The list of all who have satisfactorily completed the Study Course should be filed with the State Secretary.

An applicant shall not be given a refund upon failure to take the examination at the designated time, and in no case shall the examination fee be refunded unless, in the opinion of the Board, the applicant is deemed ineligible for examination. No application will be acted upon until the \$10.00 application fee is received.

If the candidate fails in the first examination, she will be admitted to a second examination within three years dating from her application, 90 days notice of intention to be re-examined is required.

An applicant having failed twice must file a new application, pay a fee of \$5.00, and convince the Board of additional preparation.

Independent members of the American Dental Assistants Association may apply to the Certification Board to take the examination at the annual meeting of the Board. Those independent members who are unable to attend the annual meeting may be granted permission to take the examination given at the state meeting most convenient to them.

It shall be the privilege of any member of the American Dental Assistants Association to apply to be examined at the annual meeting of the Certification Board.

The following procedure must be followed in obtaining application forms for examination and certification:

1. The Chairman of the State or Local Education Committee shall notify the State Secretary of the number of applicants for Certification by Examination within 60 days before the state examination.
2. The State Secretary shall procure the total number of application forms needed for Certification by Examination and Certification Without Specific Examination from the Secretary-Treasurer of the Board.
3. The State Secretary will then send the application forms to applicants who have completed the prescribed Study Course or who are otherwise qualified for certification.
4. The State Secretary will check the membership requirement of each applicant and attest the correctness of membership qualifications submitted.
5. Remittances for Certification and Examination Fee in the amount of \$10.00 payable to: AMERICAN DENTAL ASSISTANTS CERTIFICATION BOARD, INC., are to be attached to each application.
6. Completed application forms must be returned by the State Secretary to the Secretary-Treasurer of the Board one week after receipt from applicants.

The Examining Committee shall consist of the Chairman of the State Education Committee, one member of the State Executive Committee, and one member-at-large, appointed by the President of the State society. The Chairman of the Examining Committee shall be designated by the President.

A set of questions for the written and practical examinations will be sent to the Examining Committee Chairman by the Board. The Examining Chairman shall make provision for a suitable place and equipment for the holding of the written and practical examinations. It is suggested that at least three hours be set aside for the examination. It is further recommended that one or more members of the dental profession who have served as instructors for the Study Course supervise the practical examination and grade the practical examination.

Examination papers for both written examination and practical demonstration shall be immediately returned to the Secretary-Treasurer of the Board by the Examining Chairman following the completion of all examinations.

The emblem of the American Dental Assistants Association in a form approved by the Board may be worn on the cap by those who have been certified. Emblems may be purchased from the Secretary-Treasurer of the Board for 50 cents each.

NOTATION:—The publisher of the "Textbook for Dental Assistants," quoted on page 2, has notified us that the price for this book has advanced to \$4.00 per copy.

WHY?

When our industrial plants shut down or lay workers off, you know why customers stay away. But here is a list of reasons why you lose customers just any old time:

- 68% drift away because of your indifference.
- 14% had unadjusted grievances.
- 9% buy elsewhere—price inducement.
- 5% trade elsewhere—because of friends.
- 3% move out of the territory.
- 1% die.

Don't forget that this is the post-war era! People will not try to keep up with the Joneses—they will try to keep ahead of them. The high incomes during the war have spoiled many by increasing their standard of living and giving them more to spend and handle. They cannot go back to the old standard over night. It will take time.

We have last minute information, from the office of the Executive Secretary, that the Hotel Whitcomb, San Francisco, California, has been assigned to the American Dental Assistants Association as the ADAA Headquarters for the 1949 Annual Meeting. Reservations must be made through the American Dental Association Housing Committee.

MY D. A.

I. HOUSEKEEPER

1. Daily, weekly, monthly schedules, for airing, dusting, polishing reception room, operating equipment, business office and laboratory.
2. Arrangement and inventory of supplies in stockroom.
3. Cleaning cabinet and restocking.
4. Cleaning sterilizers.
5. Sorting magazines.
6. Discarding of unnecessary materials.
7. Replenish furnishings.

II. HOSTESS

1. Reception and dismissal of patients.
2. Checking clothing.
3. Patient comfort.
4. Entertain children, toys, books, etc.
5. Be a buffer.
6. Provide reading matter, lights, etc.
7. Greet salesmen and solicitors.
8. Attend to doctor's personal affairs.
9. Public relations.

III. ASSISTANT (Routine)

1. Keep daily efficiency records.
2. Prepare patient's folders.
3. Send out, and check return of work of technician.
4. Care of instruments.
5. Seat and prepare patient.
6. Assist at chair.
7. Administer anesthesia.
8. Prepare mixes, impressions, trays.
9. Take Roentgenograms.
10. Develop and mount films.
11. Assist in laboratory procedures.
12. Post laboratory charges on patients' cards.

13. File charts, and educational material.

IV. PROMOTER

1. "Doctor's Office"
2. Follow up broken appointments.
3. Confirmation of appointments.
4. Follow up cases in abeyance.
5. Maintain recall reminders.
6. Check up recall appointments.
7. "Thank-you" notes - reference.
8. Reports to physicians.
9. Sympathy and birthday cards.

10. Holiday greetings.

11. Veterans' administration.
12. General correspondence.

V. TEACHER

1. Interview new patients.
2. Chart clinical findings.
3. Present services and fees.
4. Instruct on home care.
5. Toothbrush drill.
6. Prepare scrapbook.
7. Give patient encouragement.
8. Maintain educational material.
9. Educate parents.

VI. FINANCIER

1. Payment arrangements.
2. Collections.
3. Bank deposits.
4. Purchase supplies.
5. Maintain cash books.
6. Make out checks.
7. Tax records.
8. Keep record of purchase prices.
9. Monthly statements.
10. Writing of contracts.
11. Insurance cases.

As performed in the
office of

Dr. H. R. Harlan
by CHARLOTTE MYERS

A GLANCE AT MYSELF IN TODAY'S GROOMING MIRROR

(Give yourself a score of 3 for each positive answer.)

A score of 81 to 90 should qualify you for a raise in salary.

A score of 72 to 80 should stir your ambitions.

A score of 63 to 71 should make you sit up and take more notice of yourself. You do work closely with other people.

A score below 63 should make you wonder how you hold your present position and how long it will last.

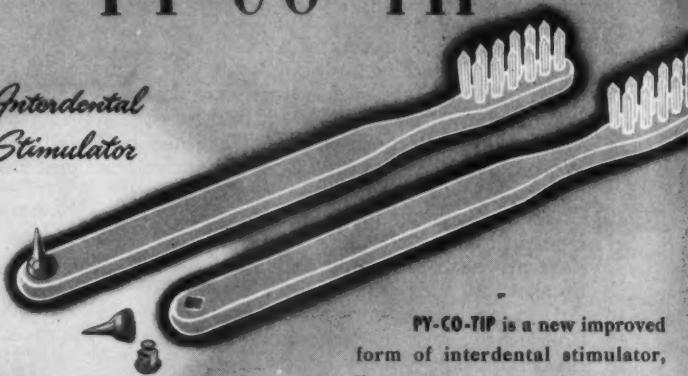
During the last 24 hours, I have

1. Had a shower or tub bath.
2. Used a deodorant or anti-perspirant.
3. Cared for my teeth.
4. Scrubbed and cleaned my nails.
5. Checked to see that my nails were filed to moderate length.
6. Checked that there was no chipped polish.
7. Been wearing fresh underwear and hose.
8. Worn clean outergarments, well brushed and well pressed.
9. Worn gloves, collar, handbag and handkerchief that are immaculately clean.
10. Checked my hems for evenness.
11. Had no buttons missing.
12. Kept my hose seams straight.
13. Brushed my hair with a clean brush.
14. Put up my hair in curls where needed.
15. Dressed my hair in a becoming style.
16. Used hand lotion if my hands needed it.
17. Used softening cream where needed.
18. Taken corrective posture exercises.
19. Checked out all safety pins from straps and hems.
20. Checked underarms to see if they were free from hair.
21. Worn garments that fit so I do not often have to pull and straighten them.
22. Kept my blouse tucked in.
23. Used only a drop of perfume.
24. Cleaned my face thoroughly twice.
25. Removed all make-up before going to bed last night.
26. Worn hats that have clean hat bands.
27. Brushed my shoulders after combing my hair or used a protective cape.
28. Have removed all hair from my legs when I used leg make-up.
29. Have been wearing clean, polished shoes with straight heels.

THE 18th ANNUAL CONVENTION OF THE ONTARIO DENTAL NURSES AND ASSISTANTS ASSOCIATION WILL BE HELD IN THE ROYAL YORK HOTEL IN TORONTO, ONTARIO ON MAY 16, 17, AND 18, 1949. MEMBERS OF THE AMERICAN DENTAL ASSISTANTS ASSOCIATION ARE INVITED TO ATTEND. RESERVATIONS SHOULD BE SENT TO INEZ HARPER, 195 YONGE ST., TORONTO.

Announcing PY-CO-TIP

*An Interdental
Stimulator*



PY-CO-TIP is a new improved form of interdental stimulator, which Pycopay has introduced for exclusive professional distribution. Their use will thus be restricted to those cases in which you judge it to be therapeutically desirable. • However, PY-CO-TIPS cannot be bought—even by the profession. Instead they are given—free—to the dentist, for instruction and distribution to his patients as indicated.

Here is how to use PY-CO-TIPS: When the use of an Interdental Stimulator is indicated, hand your patient a PY-CO-TIP. He attaches it easily to the end of his Pycopay tooth brush as all Pycopay brushes are made to fit the PY-CO-TIP stud. PY-CO-TIPS are never packaged with Pycopay brushes nor sold by the druggists so that the only way your patient can receive extra PY-CO-TIPS is through you. Thus you can prevent the indiscriminate use of interdental stimulation.

WRITE FOR FREE SUPPLY!

PY-CO-TIP

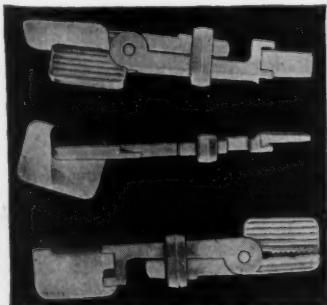
PYCOPAY, INC. • 2 HIGH ST. • JERSEY CITY 6, N.J.

Snap-a-Ray

X-RAY Film Holder

- Speeds Intra-Oral X-Rays
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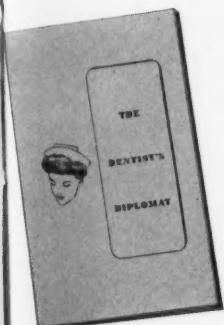
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